

HOTEL RELIEF GRANT PROGRAM FREQUENTLY ASKED QUESTIONS

1. Can I resubmit an application if I made any error?

If you believe you have made an error on your application, please contact info@visitmontgomery.com with your application name and number.

2. What are the eligibility requirements?

- Be a provider of accommodations subject to:
 - The sales and use tax under 11-102 of the Tax-General Article of the Maryland Code generated to the tax codes 111 or 901, AND;
 - The Montgomery County Hotel & Motel Tax
- Be in good standing with the State of Maryland.
- Except as provided below, have at least 10 sleeping rooms.
 - If the accommodation is a bed and breakfast establishment, have at least 5 sleeping rooms.
- Demonstrate a reduction in year-over-year gross revenues of at least 25% for the period of April 2020 – November 2020 compared to the gross revenue of April 2019-November 2019.
- Be open to the public for the provision of accommodations by no later than March 31, 2021.

3. Our organization has received other coronavirus relief funding such as a PPP loan, are we eligible to apply?

Yes, you are eligible to apply. Receiving other CARES funding does not disqualify you from applying for this program. Grant funding received from different programs may not be used to cover the same expense.

4. How do I know if my organization is registered with the State of Maryland and is in good standing?

Follow these steps to determine whether your business is in "Good Standing":

1. [Go to the Maryland Business Express Business Entity Search;](#)
2. Enter your business name and select "Search";
3. Your business will be listed if you are registered;
4. Select your business and check under the General Information tab to verify that your business is in Good Standing. It is not necessary to order a copy of your certificate of good standing.

5. Does the Hotel Relief Grant also help/include Airbnb's or other short-term rentals?

No. The lodging provider must have at least 10 sleeping rooms or 5 sleeping rooms if the entity is a bed and breakfast establishment as defined in State law.

6. Will we receive notice that our application has been received in full?

Once you submit the application you will receive an email confirmation that your application was received (which will include your application number), and instructions with a link to securely upload the

profit and loss statements required to show a 25% or more revenue loss over the period of April to November 2019 compared to April to November 2020.

7. What are the sales and use taxes under 11-102 Tax-General Article of the Maryland Code?

This includes Tax Code 111 and 901 which have been identified by the MD Comptroller's office as those state tax codes associated with overnight lodging. 111 is hotels without Beer, Wine and Liquor (limited-service hotels) and 901 is hotels with Beer, Wine and Liquor (full-service hotels.)

8. Should I apply for all hotels we own and manage under one application even though they all have their own TIN?

No. Please submit an application for each individual TIN/EIN.

9. Same owner/operator among multiple properties - The same people or group of people own and operate multiple properties - they would all be listed on one grant application. Is this correct?

No. A separate application must be submitted for each property individually. Only the property owner may apply. Management companies are not eligible.

10. Can we apply for multiple properties using the same email and contact information but different organization name?

Yes. But an individual application must be made for each individual property to qualify.

11. What will happen if another grant comes through that would cover the same items, and we already received this grant?

Receiving other grants does not disqualify you from receipt of a grant from the Hotel Relief Grant Fund. However, grant funding received from different programs may not be used to cover the same expense.

12. Where does the completed grant application get submitted to?

Montgomery County Government, Office of the County Executive – Business Advancement Team.

13. Does a tax delinquency eliminate the hotel from consideration?

Yes. The Department will make no exception to the requirement that an applicant may not have any current tax delinquency with the State of Maryland and Montgomery County Government at the time of application. This is the “Good Standing” requirement.

14. Is there a maximum annual revenue for any specific hotel that disqualifies a hotel from receiving this grant?

No. The program does not include revenue limits.

15. If the hotel has a management company does that make an owner ineligible?

No. However, only the property owner may apply. Management companies may not apply.

16. Are non-profits eligible for the Hotel Relief grants, or just for-profits?

Non-profits are eligible as long as they are paying MD Sales & Use Taxes and Montgomery County Lodging Taxes.

17. Are extended stay properties that host guests staying 30+ days and not paying Montgomery County transient lodging taxes eligible for this grant?

Yes, as long as you do collect and remit transient lodging taxes for guests staying less than 30 days and you are remitting sales & use taxes to MD Comptroller.

18. I sent in an application but did not receive a confirmation that the submittal was received. Should I refill out the Grant Application and re-submit?

No. Please send an email (info@visitmontgomery.com) to the program and request confirmation of receipt of the application and the attachments.

19. Does the P&L Statement need to show EACH month's Gross Revenue for 2020 and 2019 OR total Gross Revenue for combined April-November?

P & L Statements should be submitted showing each month in the periods of April - November 2019 and April - November 2020 and the cumulative totals for each. The reduction in revenues comparison will be based on the cumulative totals for each period, not month by month.

20. Are there any final reports we submit on grant fund usage for this program?

No final reports are required, but both the County and State reserve the right to review/audit any documents related to the grant. Grant Awardees should maintain their records for 5 years.

21. Is there a maximum amount of grant award that a hotel can receive?

Yes, \$64,460.00 for Round 1 of the program. Additional funds may be available through a Round 2 award process.

22. What is the grant application deadline?

Midnight, February 7, 2021.